KENDALL HALL

OF RESIDENCE

Information Book for Student Residents
2008

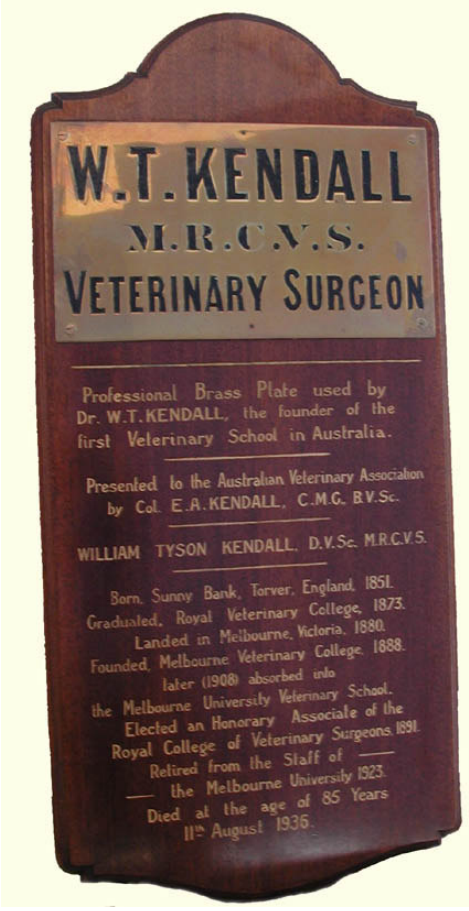
University of Melbourne, Veterinary Clinical Centre,
250 Princes Highway, Werribee, Victoria 3030, Australia
Admin Tel: +61 3 9731 2287 (Office hours), Admin Fax: +61 3 9731 2366
Website: http://kh.vet.unimelb.edu.au

W.T. Kendall Hall

HISTORY

*The **W.T. Kendall Hall** is named for the founder of the Melbourne Veterinary College which opened in 1888 and which was the forerunner of Australia's first Veterinary School.*

The Hall was completed in 1967 when the Veterinary Clinical Centre commenced conducting classes. With the remainder of the Clinical Centre it was officially opened in November, 1967 by the Premier of Victoria, Sir Henry Bolte. The Hall is the property of the University and is administered by the Faculty of Veterinary Science. It is intended primarily as a residence for students in the third and fourth years of Veterinary Science. Provided accommodation is available students in other faculties are also eligible to become residents.



W.T. Kendall Hall is also available for residential schools, short courses and conferences. Accommodation is available for both men and women and lecture rooms and practical laboratories are situated nearby. The Hall is situated at the Veterinary Clinical Centre, 250 Princes Highway, Werribee, phone 03-9731 2287.

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KENDALL HALL

(A NON-SMOKING HALL OF RESIDENCE)

INFORMATION BOOK

1. *MANAGEMENT:*

The responsibility for the management of Kendall Hall lies with the Faculty of Veterinary Science. All correspondence or enquiries should be directed to the Faculty Office.

2. *NAMES OF CONTACTS FOR RESIDENTS:*

Phone: (03) 9731 xxxx (indicates extension)

	NAME	EXTENSION	MOBILE
RESIDENTIAL SUPERVISORS:	Craig Kyngdon	2106 / 2099	0418 108 400
	Veronica Kyngdon	2106	
ASSISTANT RESIDENTIAL SUPERVISOR:	Cesar Jayashi	2113 / 2088	0418 108 400
CATERING & CLEANING CONTRACTORS:	Elynwood Pty Ltd	2110	
FACULTY OFFICE:	Kim Ng	2287	

TBA – To be advised. Please check residential supervisor's notice board for details.

3. *ACCOMMODATION:*

Students are expected to enter residence on Sunday, 10 February 2008. (Rooms cannot be made available earlier as they may be in use for a convention.)

Keys will be issued from 10:00am - 10:00pm from the Residential Supervisors' unit. An evening BBQ will be served only for residents who have notified in their booking form that a meal will be required.

If residents are planning to be absent from Kendall Hall during Term they should inform the Faculty Office or Residential Supervisors.

4. *DINING HALL:*

(a) *Caterers:* Elynwood Pty Ltd

(b) *Meal Hours:*

7:15am - 8:00am
1:00pm - 2:00pm
6:00pm - 6:30pm

on week days only (not weekends or University of Melbourne Public Holidays).

(c) *Meal Service:* All meals will be in the dining room and diners must return their dishes to the service area.

(d) *Resident Identification:* Residents must produce their resident card to be provided with a meal otherwise payment will be required.

(e) *Late or Early Meals:* Late or early meals will be provided for students with clinical or laboratory duties or other commitments only in special circumstances and <u>only when pre-arranged with the Cook.</u>

(f) *Out of Hours Meals:* Out of Hours / Weekend meals will be available from the caterers.

(g) *Absence for Meals:* During term, students who intend to be absent from one or more meals must notify the Cook at least one half day in advance.

(h) *Guests for Meals:* Students may have guests to meals. The Cook should be notified at least one half day in advance. The meal charge will be displayed and payable to the caterers.

(i) *Attire:* Dress in the dining room shall at all times be appropriate. Footwear must be worn in accordance with Health Department regulations.

No soiled overalls or lab coats.

(j) Between-meals and late evening snacks are not part of the catering contract. Kitchenettes (with refrigerators, stove and microwave) for use of residents are available on each floor. **Students are responsible for maintaining cleanliness in the kitchenettes**. Meals must not be cooked in study-bedrooms

5. *KITCHEN AND AUXILIARY SERVICE ROOMS:*

These areas are out of bounds to students and visitors at all times.

6. *HOUSE GUESTS:*

Residents may have house guests if a room is available and only then with permission from the Faculty Office or Residential Supervisors. Such guests will be charged at the prevailing rate for 2008.

7. *BOND:*

A Bond of $150.00 will be collected via your Semester 1 invoice and returned at the end of your stay if the room is vacated in a satisfactory state.

8. *DEPOSIT:*

A Non-returnable deposit of $200.00 is paid with an application to reside in Kendall Hall. This deposit is deducted from the Semester 1 invoice.

9. *2008 FEES:*

Accommodation:	$3664.00
Meals	$3664.00
GST (on meals)	$366.40
TOTAL for 32 Academic weeks	**$7,694.40**

Total residential fees payable for the year commit the student to residence which includes the study vacation and examination session. If a resident withdraws from residency the rate will revert to the current casual accommodation weekly rate of $324.50 (GST inclusive).
Students resident in Kendall Hall for at least an academic semester and wishing to remain in residence during vacation periods will be charged $114.50 per week accommodation only (linen not provided).

10. *OUTSTANDING ACCOUNTS AFTER 30 DAYS:*

Difficulties with meeting financial commitments should be discussed with the Finance & Admin Manager, Derek Holt in the Faculty Office.

11. *ELECTIVES FOR FINAL YEAR VET SCIENCE UNDERGRADUATES:*

Students are to inform the Faculty Office in writing on forms available the weeks/dates not in residence due to carrying out electives elsewhere. Your second semester fees will be reduced accordingly. There will be an administration fee for late advice of electives.

12. KENDALL HALL INTERNET ACCESS

Access to the Internet in Kendall Hall is available to all University of Melbourne student residents. Access is via the SPIN network, a download-limited student plug-in network, more information can be found at:
http://www.infodiv.unimelb.edu.au/compss/support/networks.html

Like all University resources available to students, use is governed by University of Melbourne Rules and Regulations. Those found to be in breech of the spirit or the letter of any regulations will be disconnected. A good summary can be found here:
http://www.studentit.unimelb.edu.au/itguide/use/

It is essential for your protection and the protection of others that you have up to date anti-virus software. Links to good, free anti-virus protection can be found at:
http://www.infodiv.unimelb.edu.au/compss/antivirus/

If your computer is found to be compromising the integrity of the network through either viral or other means it will be disconnected until the problem is resolved.

NB You should also ensure that your computer is fully and regularly updated with security updates for your operating system.

13. *GYM:*

A mandatory orientation/induction has to be conducted and an Induction Checklist or Principles of Manual Handling Form has to be signed and submitted before the use of Kendall Hall sport facilities commences (Refer Residential Supervisors).

It is in the interests of all users (ie students or staff) that recreational facilities are maintained in good order or condition. Safety and cleanliness of these areas is therefore a responsibility of all users. When using any facilities, noise is to be kept to a minimum. Any facilities which are not in order are to be promptly reported to the Faculty Office or Residential Supervisors, and if tagged "pending repair", must not be used.

The Gym will be open between 6:00am and 10:30pm with swipe card access only.
Note for Users of Squash Court & Gym
WARNING: Heavy equipment can be dangerous. Young children must not be left unsupervised in this facility.
SECURITY: When you use the squash court or gym after hours to workout or play, please ensure that doors and windows are locked when you leave and that the lights are turned off. Access to the Gym is only provided for residents, as part of their fee. Other users are required to pay a separate gym fee.

14. *CLEANING:*

All common rooms and facilities are cleaned under contract. The cleaning of bed-study rooms is the responsibility of the occupant. Bed-study room are cleaned at the beginning of the year by contract cleaners. Cleaners' closets are provided on each floor and cleaning equipment for use of residents is available from the closets on request. **Residents are responsible for cleaning up after themselves in the kitchenettes.**

15. *LAUNDRY:*

Laundry and ironing facilities are provided for the use of RESIDENTS ONLY. Please use your room key to gain access into the laundry facilities and keep the door locked at all times. Residents will be responsible for their own laundry and bed linen. Users are expected to observe the operational limits of the machines provided. Blankets, mattress protectors and bedspreads are dry cleaned annually.

Operating Procedures for Washing Machines:

- ensure that electrical connections are correctly installed.
- ensure water outlets and inlets are secure.
- follow manufacturer's guidelines for recommended fabric settings.
- never reach into tub until spin cycle is completely finished.
- do not wash articles containing flammable fumes or materials like petroleum, cleaning products, cooking oils etc.
- turn machine off at switch when not in use.
- report faulty machine to the Faculty Office or Residential Supervisors.

Operating Procedures for Clothes Dryers:

- ensure that electrical connections are correctly installed.
- use heat settings as recommended on control panel.
- turn machine off when not in use.
- to avoid fire hazard, including spontaneous combustion, do not dry articles containing foam rubber or rubber-like materials or articles which may have been subject to flammable liquids/solvents (eg petrol, kerosene, vegetable/cooking oils, waxes etc.
- dry only fabrics that have been cleaned in water.
- filter to be cleaned after each use, as lint can be combustible.
- report faulty dryers to the Faculty Office or Residential Supervisors.

16. *STUDY-BEDROOMS:*

Each room is provided with necessary furniture and curtains. Two blankets, a mattress protector, a bedspread and a pillow are provided on request. Residents will provide their own bed linen, towels and desk lamp. A snack cupboard is provided. The rooms are heated. A picture rail and chart board are provided. Maps, charts, pin-ups, etc., may not be fixed to walls or fittings in any manner that will mar the room finish**.**

- Immediately upon occupation of the room, students are required to complete an Inventory Check List which describes the condition of the room, its fittings and furniture. This check list will be used in any subsequent assessment of the condition of the room. Students are to be present when a room inspection is conducted before their departure. Students are expected to maintain a reasonable standard of tidiness in their rooms and in the common room at all times. **With due notice, inspections may also take place throughout the year.**
- Posters, wall hangings, notices etc are not be attached to any area within the residences other than personal rooms where notice boards are provided for this purpose.

- A change of room must receive the prior approval of the Faculty Office.
- The use of personal computers, printers, televisions, compact disc players, stereos and radios is permitted, providing that their use does not constitute an annoyance to other occupants of the residences. It is suggested that headphones are used to avoid disturbance to others. **These items remain the responsibility of the student and the University takes no responsibility of them.**
- Internet access is available in bedrooms at Kendall Hall for University of Melbourne students with approved computers.
- While the University will endeavour at all times to respect the Student/Resident's privacy and right to peaceful enjoyment of the environment and facilities provided, in order for the University to fulfill its obligations to the Student/Resident, the University reserves the right to inspect the room from time to time.

17. *KEYS, SWIPE CARDS AND SECURITY:*

Occupants are issued with a key to their bedroom which should be carried at all times. Lost or mislaid keys or swipe cards must be reported immediately to the Faculty Office & Residential Supervisors, and a replacement fee of $10.00 will be charged for each key and $5.00 for swipe card. Replacement keys are available from the Residential Supervisors and replacement swipe cards are available from the Faculty Office. Keys or swipe cards not returned at the conclusion of the term of residence will incur the same fee.

Kendall Hall front door will be locked after 6:30pm on weekdays and on weekends and vacation period locked at all times. Residents must carry their swipe card at all times to ensure entry into the building when secured. Please also ensure locked doors stay locked after this time.

18. *FIRE / SMOKE DETECTOR EMERGENCY PROCEDURES*

Preparation of meals is permitted **ONLY** in the designated cooking areas. **Under no circumstances is cooking permitted in study/bedrooms.**

Fire extinguishers and hoses are installed in the residence for the protection of residents and campus property. These appliances are not to be used for any other purpose. **Misuse of these appliances will result in disciplinary action.**

(A) PEOPLE WHO ARE HEATING OR COOKING FOOD IN KENDALL HALL MUST STAY IN THE KITCHEN AT ALL TIMES. KEEP DOOR SHUT AND EXTRACTOR FAN ON AT ALL TIMES DURING COOKING.

If smoke/steam is created:

1. Remove the food being prepared from the heat source.
2. Turn off heat source.
3. Shut the door(s).
4. Ensure extractor fan is on (when it is on you can hear the fan).

The cost of false alarm calls caused by food burning etc. is $650 to $1000, and is the responsibility of the person setting off the alarm.

(B) ON DISCOVERY OF A FIRE:

1. Activate the nearest break glass alarm switch which **automatically** calls the fire brigade or call the fire brigade on "**000**".
2. Contact the location area fire warden (Kendall Hall Residential Supervisors) or deputy (Kendall Hall Assistant Residential Supervisor).
3. Rescue any person in immediate danger (if it is safe to do so).
4. Isolate the fire (close doors and windows), alert other people in the immediate area.

IN RESPONSE TO FIRE ALARM - BUILDING EVACUATION:

1. When the fire alarm is sounded, shut off equipment if possible, close doors and windows then move to the nearest fire exit point.
2. When instructed to evacuate the building, walk **DO NOT** run.
3. Leave the building and proceed to the assembly point (lawn area between the Clinic and Hospital and Kendall Hall) and await instructions from the Fire Warden.
4. Return to the building when instructed to by your Residential Supervisors.

The detectors are sensitive to heat/smoke and particles. Please take care when using hair spray (preferably in bathrooms) as they have triggered alarms. All Rooms are fitted with a speaker alarm under current fire regulations.

FALSE ALARMS:
Individuals causing false alarms to the fire brigade can be traced on our system, and they are charged at the Victorian Country Fire Authority's current rate. The person(s) responsible for false alarm is responsible for paying the Victorian Country Fire Authority's account.

19. *ELECTRICAL SAFETY:*

Residents are reminded that Kendall Hall electrical items are checked and tagged annually. Please do not remove the Microdots (small round adhesive dots) on any electrical items, they contain a microchip that records details of the equipment and the test information.
All personal electrical items are the responsibility of the owner.
When changing light bulbs, lamps or light generally, the power should be switched off at the power point, and the electrical plug removed from the power point before removing the blown globe and replacing it with a new globe.

Electrical cords to desk lamps should be plugged directly into an electrical power point. Double adaptors should not be used to connect more than one electrical appliance to a power point. Only an approved electrical board can be used when two or more electrical appliances are to be connected to a power point.

All electrical appliances used must be in an electrically safe condition. KH is fitted with electrical safety switches which will terminate electricity when an unsafe situation occurs. Student/Resident electrical appliances will be removed or disabled if they cause an unsafe situation to occur and prevent the safe restoration of electricity for students/residents affected. Electrical testing can be arranged on personal items at residents costs, please see Faculty Office.

If any resident is concerned about the electrical connections to electrical items belonging to Kendall Hall they should notify the Faculty Office or Residential Supervisors, and arrangements will be made to have these checked by a qualified electrician.

20. *PARKING OF MOTOR VEHICLES:*

Parking is available in the precinct car park in front of the Clinic and Hospital, with the exception of those parking spaces that are reserved for clinic clients & staff. Parking is also available in the "Staff/Student Car Park" near the paddock on the right hand side of the main entrance of the precinct. Motor vehicles must not be parked in other places. The area north of

the commercial kitchen is for Kendall Hall kitchen staff, short-term loading & unloading and to allow service vehicles to turn. It is not to be used for parking and please do not park in turning area. The small parking area in front of the foyer in Kendall Hall is only for special occasions and is not a general parking area. Accidental damage has occurred to students' vehicles in the past and it is recommended that students avoid parking in this area. The "No Parking" sign/area in front of Kendall Hall is only for emergency, contractors and delivery vehicles, please do not park in this area.

Every student will provide the Faculty Office with the make, model and registration number of any motor vehicle or motor cycle the student may have control of at the campus at any time, and will inform the Faculty Office of any changes in this information.

Students with bicycles are encouraged to have them suitably engraved, and are to inform the Faculty Office of the details. A locked storage area for bike is located outside the main foyer doors. Your room key will give you access.

Every student will comply fully at all times with all traffic control signs and directions and parking signs and directions which may be displayed or be in force at the campus.

21. *TELEPHONES:*

There is one incoming phone, 9731 2105 and one pay phones located in KH Foyer. Incoming calls can be received in residents' rooms without costs being incurred. To make use of this facility your telephone number is 9731 21xx (xx being the room number).

The facility for outgoing calls can be enabled by completing a Telephone Agreement and making the relevant deposits payments at the Faculty Office.

22. *MAIL:*

Incoming mail should be addressed to c/- Kendall Hall of Residence, Veterinary Clinical Centre, 250 Princes Highway, Werribee, 3030. Mail is delivered daily Monday to Friday. Stamped mail can be left in the Faculty Office area and is sent out daily Monday to Friday at around 9:00am.

23. DISCIPLINE:

- The accommodation facilities are also places of study, and all students are expected to respect the rights of others to be able to study in a quiet environment. No students will be permitted to be noisy after 10:00pm on week nights, or between the hours of 10:30pm and 10:00am at weekends.
- Furniture and equipment in the student residences and dining room are not to be removed without approval from the Faculty Office.
- Visitors may be invited into the residential area and it is the occupant's responsibility to ensure that their guests observe the Code of Conduct at all times. If other residents object to the behaviours of a visitor, the host is expected to request the visitor to leave. All visitors must vacate the residences by no later than 10:00pm, and no visitors are permitted before 8:00am.
- Acts of misconduct or breaches of discipline or good order will be dealt with in accordance with Statute 13.1, Student Discipline. Precise details are contained in the University web site on Student Discipline, as above. Non-compliance with any of the above will result in disciplinary action. Students may be reprimanded, fined and/or required to pay an amount to cover the cost of repairing damage, suspended either temporarily or permanently from premises or facilities, or have their enrolment suspended or cancelled.

- Responsibility for codes of behaviour at all times, including social functions, is vested in the first instance in the Kendall Hall Committee which is in turn responsible to the Residential Supervisors and the Faculty Management Committee.
- Social functions of any type must be sanctioned by the Kendall Hall Committee and approved by the Residential Supervisors, Assistant Residential Supervisor and the Dean. Social function guidelines are attached.

24. *ALCOHOL:*

All Residents and guests must comply with the University of Melbourne procedures relating to the management and use of alcohol and the Victorian Liquor Licensing Authority policies and regulations.

25. *SMOKING:*

For the health and safety of all residents smoking is **NOT** permitted in Kendall Hall. All rooms are fitted with smoke and heat detectors.

26. *DAMAGES:*

Students occupying bed-study rooms for the purposes of residence or study are responsible for all damages, in excess of normal wear and tear, sustained therein. The cost of repairs and replacement arising from damage to common rooms and facilities will be charged to the person/group responsible. All damages and requirements for maintenance are to be reported to the Faculty Office or Residential Supervisors.

27. *INSURANCE:*

- Personal belongings are **not** subject to the University's insurance policy.
- University assets under $1,000 are not covered by insurance. Full cost of damage to these assets will be recovered from person/group responsible.

28. *ACCIDENTS AND EMERGENCIES:*

Each resident will lodge with the Faculty Office or Residential Supervisors the name, address and telephone number of a person to be advised in the case of accident or injury. Unless otherwise specified, Outpatients at the Werribee Mercy Hospital will be used (phone 9216 8888 or Emergency on 9216 8600).

29. *PETS:*

Pets of any variety are prohibited from Kendall Hall. Horses may not be kept anywhere at the Veterinary Clinical Centre.

30. *BAGGAGE:*

A baggage area (box room) is provided on each floor for the storage of trunks, cases, etc.

31. *STORAGE*

When using the box rooms for storage, **clearly label with name, room number and year of storage on the boxes. Food is not permitted in this area**.

32. *VACATION OF ROOMS:*

Students not remaining in residence for the full periods between academic sessions must remove all personal effects, books, etc. These may be stored in the baggage areas. Application for permission to do otherwise may be made to the Faculty Office.

Please ensure that your rooms are left as you found them and that all rubbish has been placed in dumpers, and not kitchenettes and common areas.

PRIVILEGES OF KENDALL HALL

ARE ONLY AVAILABLE TO RESIDENTS

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Guidelines to be followed for PRIVATE UNIVERSITY OF MELBOURNE, VETERINARY SCIENCE STUDENTS SOCIAL FUNCTIONS

These guidelines have been drawn up to ensure that all residents and guests in Kendall Hall acknowledge the rights of individuals to privacy, sleep and study when they wish. All rights are subject to recognition of the importance of consideration for other people. If each individual accepts responsibility for his/her own actions and recognises the rights of others all should be able to live together harmoniously.

Impromptu parties / celebrations are not allowed. Permission must **always** be received before holding a social event or opening "Cellars". The following procedures are to be followed:

1. An application form (available from the Faculty Office) must be completed by the group requesting permission to hold a social function and submitted 2 weeks before the function for the Dean's approval.

2. The individuals making application will be held responsible for behaviour, the cleaning up (by either themselves or organising a "clean up team") **immediately after the social activity**. It is also their responsibility to ensure the hours for the social activity are adhered to. **Cellars to be closed at the same time as stated on the Liquor Licence.**

   If "Cellars" are open for a social function the student in charge of "Cellars" will also be held responsible for closure of "Cellars" at the time stated on the Liquor Licence and cleaning up. **Please ensure all sticky spillage is wiped up with a damp cloth. Not to do so attracts ants.**

3. Any damaged or associated costs caused by the social activity being held will be charged to the responsible group, ie VSSV, BAG, etc..

4. The General University of Melbourne Intercollegiate rule is that "the serving of alcohol and other beverages will cease at 12 midnight, music will cease at 12.30 a.m., and **all quiet** around colleges will be at 1.00 a.m. These times are outer limits and University Residential Colleges often have earlier closing times which are to be respected."

NOTE: PARTIES ARE NOT TO OVERFLOW INTO THE CLINIC & HOSPITAL CARPARK AREA, AS WAEC IS OPERATIONAL AND IT IS NOT APPROPRIATE.

A check list is attached to assist in planning of activities.

Environmental Health & Safety - Risk Assessment guide

Have you identified the hazards that the venue may present?	☐	Yes	☐	No
Does the proposed venue provide the space, access and facilities you require?	☐	Yes	☐	No
Have you considered fire safety aspects of the venue?	☐	Yes	☐	No
Has it adequate parking arrangements for the expected crowd?	☐	Yes	☐	No
Are all entrances and exits clearly marked as such?	☐	Yes	☐	No
Has it prominently displayed evacuation plans?	☐	Yes	☐	No
Are first aid facilities available?	☐	Yes	☐	No
Have you identified the hazards that the crowd may present?	☐	Yes	☐	No
Have you considered who may be harmed and how?	☐	Yes	☐	No
Are the risks adequately controlled?	☐	Yes	☐	No
Have procedures been established for dealing with undesirable behaviour?	☐	Yes	☐	No
Have all viable steps been taken to minimise noise pollution?	☐	Yes	☐	No
Have arrangements been made for the adequate disposal of litter?	☐	Yes	☐	No
Have arrangements been made for the cleaning of the venue after the event?	☐	Yes	☐	No
Have you identified all potential problem areas?	☐	Yes	☐	No
Have you met your Duty of Care requirements?	☐	Yes	☐	No
Have you stated your policy towards health and safety in an appropriate manner?	☐	Yes	☐	No

Note this list is not exhaustive and assessors need to look at the type of event and activities specific risks

Have you recorded your Risk assessment?	☐	Yes	☐	No

IF YOU HAVE ASSESSED THAT THE FACILITY CANNOT NOT MEET THESE REQUIREMENTS
IT IS NOT A SUITABLE VENUE - AN ALTERNATIVE VENUE NEEDS TO BE USED